



## ENROLMENT APPLICATION FORM

Otamatea High School has an enrolment scheme in place for 2023 enrolments. Full details can be found on the school website.

Students living in the home zone, or who have a sibling enrolled at Otamatea High School on 1 October 2022 (the grandparenting provision) have an automatic right to enrol, regardless of where they live

### ENROLMENT CATEGORY Please select one

**In Zone**

**Out-of-home zone (Grandparenting provision)**

Name of sibling enrolled as at 1 October 2022 .....

**Out-of-home zone - please tick all that apply (if any)**

Sibling of current student

Sibling of former student

Son/daughter of former student

Son/daughter of current employee or Board member

**Please list relevant family members if any category above is ticked.**

Given Names	Year at OHS	Relationship



For proof of address purposes, please attach a copy of:

Power Bill

Telephone Bill

Tenancy or sale and Purchase Agreement



**Required documentation that must accompany the completed Enrolment Form.**

1. Copy of the student's most recent school report
2. Copy of the student's vaccination record

### STUDENT INFORMATION

Year Level at Entry:    Y7    Y8    Y9    Y10    Y11    Y12    Y13

**Gender:** Male    Female    Other (please state)

**Last Name**

**First Name/s**

**Preferred First Name**

**Home Address**  
(This is the main residence)

**Date of Birth**

**Country of Birth**

**Residency Status** – Documentation to support this information is a mandatory requirement.

New Zealand Citizen – a copy of Birth Certificate/Passport or Certificate of Citizenship required

Non-New Zealand Citizen – a copy of a passport with a valid New Zealand Residence Visa. Parent passports with a valid New Zealand Work Visa. Student Visa with conditions of study

Current School	
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### GENERAL INFORMATION

Ethnicity	<input type="checkbox"/> NZ European
	<input type="checkbox"/> Māori State Iwi: _____ Hapu: _____
	<input type="checkbox"/> Other (please state) _____

### PRIMARY CAREGIVER ONE

(Primary Caregiver means both live at the same address)

Last Name			
First Name	(Miss, Mrs, Ms, Dr)		
Relationship to student			
Postal Address			
Telephone Numbers: Home		Business	
Cellphone			
Email Address			

### PRIMARY CAREGIVER TWO

(Primary Caregiver means both live at the same address)

Last Name			
First Name	(Mr, Dr)		
Relationship to student			
Postal Address			
Telephone Numbers: Home		Business	
Cellphone			
Email Address			

### SECONDARY CAREGIVER ONE

Last Name			
First Name	(Mr, Miss, Mrs, Ms, Dr)		
Relationship to student			
Home Address			
Postal Address			
Telephone Numbers: Home		Business	
Cellphone			
Email Address			


### SECONDARY CAREGIVER TWO

Last Name			
First Name	(Mr, Miss, Mrs, Ms, Dr)		
Relationship to student			
Home Address			
Postal Address			
Telephone Numbers: Home		Business	
Cellphone			
Email Address			

Receive Relevant information (e.g school report, school newsletter) Yes  No

## SHARED CUSTODY INFORMATION OR LEGAL ORDERS RELATING TO THE STUDENT

Are there any legal restrictions to either parent/s involved with this student? Yes / No

If you have answered YES, please provide any documentation relating to the caregiver situation e.g. Custody Order, Trespass Order, Parenting Order etc. 

## EMERGENCY CONTACT INFORMATION

This must be a different person to the caregivers listed above. The emergency contact **must be available** to collect the child if the caregivers cannot be reached.

Relationship to student

Name

Telephone Numbers: Home  
Cellphone

Business

## STUDENT'S HEALTH RECORD

Doctor and Surgery:

Surgery Phone Number:

Has your child ever suffered from?

Medication or Action Required:

Allergies

Yes / No

Asthma

Yes / No

Diabetes

Yes / No

Epilepsy

Yes / No

Does s/he suffer from any other medical condition or disability (**specify**). Please provide as much detail as possible.

*(please use a separate sheet if more space is required)*

## IMMUNISATION STATUS

COVID-19

Yes / No

Partial / Full

Date of Dose 1:

Date Dose 2:

Hepatitis B

Yes / No

Poliomyelitis

Yes / No

Meningitis B

Yes / No

Tetanus booster aged 11 (DTAP)

Yes / No

Measles, Mumps & Rubella (MMR)

Yes / No

Meningitis C

Yes / No



### Please supply proof of immunisations

I/we give permission for my child to receive if necessary:

paracetamol

Yes

No

antihistamine

Yes

No

### In Case of Illness, Accident or Emergency:

I/we give permission for my child to receive the appropriate treatment, when necessary, from First Aid at school or a Doctor. If the school is unable to contact me or if the accident is serious, I give permission for the school to either take my child to the Maungaturoto Medical Centre or call an Ambulance. If an Ambulance is needed for a non-accident incident, I agree to meet any cost incurred.

In case of an emergency, I/we give the Person in Charge of the **EOTC activity** the authority to obtain medical assistance as required and agree to meet any costs which may be incurred.

By ticking the boxes, I/we agree to all the above.

Yes

No

Please note any dietary requirements/allergies: \_\_\_\_\_

\_\_\_\_\_

## LEARNING INFORMATION

Is there any information which may be helpful for the school to know in order to support your child's learning? (eg: known diagnoses, special programmes, previous support).

*(please use a separate sheet if more space is required)*

### Your child's capacity to learn from home during normal school hours:

At home, my child has reliable internet access	Yes / No
At home, my child has access to a reliable learning device (laptop, desktop computer, Chromebook)	Yes / No
At home, my child has access to this learning device for up to 5 hours per day	Yes / No

## CHROMEBOOKS (Year 10-13 ONLY)

From 2023, all students in Years 10 to 13 will be required to bring a fully charged Chromebook and hard-shell case to school each day.

- I am able** to provide a fully charged Chromebook and hard-shell case for my child to bring to school each day.
- I am not able** to provide a fully charged Chromebook and hard-shell case for my child and would like to discuss my options with the school.

## STUDENT DECLARATION/COMPUTER INTERNET AGREEMENT

As a prerequisite for using computers and the internet at Otamatea High School I agree:

- Not to load any programs onto school computers, via the internet or any other means
- To use storage media only with network administrator permission and to have these viruses checked at school before using
- Not to interfere with settings or alter programs on school computers
- Not to reveal my own password to others or use other students' passwords or other personal details such as phone number or address
- Not to use unsuitable, inappropriate, offensive, or illegal material
- To use electronic mail or enter chat rooms only with teacher permission each time
- To use inappropriate language when sending emails
- Not to order, sign-up or give out school email address for anything online without teacher permission
- Not to use any method to bypass school internet security.
- I understand that inappropriate use of the internet or computers may result in withdrawal of their use at school.

I agree to support the rules and regulations of the school in particular:

- I agree to wear the correct school uniform, with pride, every day (including to and from school).
- I will demonstrate the highest respect for all people in everything I do. I will also respect and care for the school environment.
- I agree to work hard and complete all work expected of me, to a high standard, so that I am successful while at Otamatea High School. This also involves having all the correct equipment for every lesson
- I realise that offensive language toward staff and other students at school is not tolerated. I shall use appropriate language at all times.
- I understand that there is a requirement to attend all classes unless a justified reason is supplied by my parent/caregiver which may include a medical certificate.

I understand the agreement for use of Computers and the Internet. I agree to observe all the rules and regulations that the school may from time to time publish.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## THE PRIVACY ACT

You should read this information before signing the enrolment form for your son or daughter. Use of the personal information collected:

The information sought on the enrolment form is needed so that Otamatea High School can comply with the requirements of the Education Act, 1989 and the National Education Guidelines. You have a right to access and correct this information if necessary.

Information will be disseminated through the Principal, Acting Principal, or his/her delegate, or, in special circumstances, the Guidance Counsellor who will act in accordance with the Children, Young Persons and Their Families Act.

1. Within the school, relevant personal information about your son or daughter will be available to members of staff for following purposes:
  - a) To make contact with you or members of your family in cases of emergency.
  - b) To report on your son's or daughter's progress at school.
  - c) To make contact with you for discipline or student support purposes.
  - d) To provide you with information about school events.
  - e) To notify you of administrative obligations in relation to your son's or daughter's school studies.
  - f) To consult with you on matters of importance to the school.
  - g) To make arrangements to meet any special health needs specific to your son's or daughter's stated interests.
  - h) To arrange co-curricular activities in accordance with your son's or daughter's stated interests.
  - i) To gather statistical information for the purpose of research and school planning.
2. The school is also required, from time to time, to provide some personal information (usually your son's or daughter's name, current address, date of birth, ethnicity, and information relating to school studies) to other agencies. The agencies which may require the school to provide this information include:
  - a) The Ministry of Education
  - b) The New Zealand Qualifications Authority
  - c) The Special Education Service
  - d) The New Zealand Police
  - e) The Children and Young Persons' Service
  - f) The Regional Health Authority
  - g) The Public Health Nurse
3. The school may, from time to time, provide information to organisations or groups organising school related events. These groups or organisations may include:
  - a) The Otamatea High School Parents, Teachers and Citizens Association (PTCA)
  - b) The Otamatea High School Board of Trustees
  - c) Groups involved in the organisation of school reunions or other functions involving current or former students.
4. Information about your son or daughter may be provided, upon request, to other educational or training institutions when your son or daughter:
  - a) Enrols at another educational or training institution
  - b) Is enrolled concurrently at another educational or training institution (eg: The New Zealand Correspondence School)
5. Upon enrolment at Otamatea High School information about your son/ daughter/young person to whom you are the caregiver may be sought from educational institutions where she/he was previously enrolled.
6. Information about your son or daughter (not including assessment results) may be supplied to a researcher conducting academic research or research related to the welfare and well-being of students, based on a sample of students.
7. The school may use your address and telephone number to forward mail and messages for you, or your son or daughter, which have been received by the school.
8. The school may take reasonable steps to decide if there is an exemption from compliance to provide information under specific circumstances.

Caregiver Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OTHER DETAILS

Is there any other information that may be helpful for us in knowing, understanding, and assisting your child/ren/family (eg: Adopted child, blended family)?

## PUBLICATON OF STUDENT PHOTOS AND IMAGES

I give permission for my student's photo/image to be published digitally or in print  Yes  No

## PARENT DECLARATION

**In the event of fraudulent information being given the application will be annulled.**

I/We understand that making a false declaration is an offence.

- I/We have read the statement on Personal Information and the Privacy Act (1993).
- I/We agree to support the rules and regulations of the school.
- I/We agree to ensure my child wears the correct school uniform, every day (including to and from school).
- I/We understand the agreement for use of Computers and the Internet.
- I/We understand that my child will be allocated a 'Gmail account'.
- I/We shall meet all the charges relating to classroom materials and all other curriculum and extra-curricular and 'take home' component charges.
- I/We understand that there is a requirement to attend all classes unless a justified reason is supplied by the parent/caregiver which may include a medical certificate.
- I/We declare that all the information on this form is true and correct.

In support of my child's application for enrolment at Otamatea High School **I/We agree** to see that s/he abides by the rules, regulations, and dress code of the school.

**I/We give permission** for the Principal of Otamatea High School, or nominee to obtain from previous schools and to forward to an on-going school, or any other relevant agency, information pertinent to my child's enrolment.

Caregiver 1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver 2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_